

KINGSNORTH SCHOOL RISK ASSESSMENT December 2021

LxS	Likelihood	Severity	Risk Rating	
= Risk	1 Seldom 2 Frequently 3 Certain	1 Low 2 Medium 3 High	1 = Very low or no risk 2 = Low risk 3-4 = Medium risk	6 = High risk 9 = Very High risk

Location, activity, or issue being looked at: COVID19 - December 2021 – Return to ‘restrictions’!

COVID-19 affects the lungs and airways of those infected and is primarily spread through respiratory droplets, which means to become infected, people generally must be within six feet of someone who is contagious and come into contact with these droplets. Symptoms of COVID-19 appear usually within two to 14 days after exposure and include fever, cough, runny nose and difficulty breathing and loss of taste and smell.

Activity or Task Being Assessed.	Hazard (something with the potential to cause harm) What could go wrong?	Who may be harmed?	L	S	R/R	What is done now, that helps control the risk?	R / R	What extra controls need to be put in place?	By when ?	By whom ?
Monitoring this RA and H&S	Checks are not carried out	All	1	3	3	All checks to be carried out either daily or weekly to ensure RA remains robust – SLT/Site/Admin Cleaning Check lists completed daily See Appendices: Check List and Daily management check list (HOS office)	2	RA is adapted reviewed and changed regularly (as needed) in line with any Govt changes to guidelines. Prime Minister sets out new measures as Omicron variant identified in UK: 27 November 2021 - GOV.UK (www.gov.uk) Schools COVID-19 operational guidance (publishing.service.gov.uk)	All Actions in place for 01/12/21	All Staff
Testing for All Staff	Preventing transmission to pupils and staff	All Pupils, staff parents.	1	3	3	All Staff use the Lateral Flow tests - taken on the Wednesday Evening and Sunday Evening every week. School must be informed of the result. Please inform the school using results@kingsnorth.kent.sch.uk - writing in the subject line positive or negative. If Positive or Inconclusive follow ‘POSITIVE RESULT’ of RA. Immediately follow Self isolation rules for you, arrange PCR and inform SLT Even after vaccination you need to test.		Follow up a positive test or inconclusive test with a full Covid Test. Self-Isolate until you have the result. Omicron variant 10 days isolation if close contact – irrespective of jabs Taking the test is voluntary, but please remember that		

						Following the test you need to go online and report your test results. Whether negative or positive you also have to inform your school. Report the result to: www.gov.uk/report-covid19-result		asymptomatic staff could infect other staff or pupils and the school could become a source of infection for the community		
Positive COVID TEST	Staff or pupil testing positive.	all	2	3	6	If you have symptoms of COVID-19 however mild, self-isolate for at least 10 days from when your symptoms started. www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection#symptoms You should arrange to have a test to see if you have COVID-19 – go to testing www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ to arrange. If you are not experiencing symptoms but have tested positive for COVID-19, self-isolate for at least 10 days, starting from the day the test was taken. After 10 days, if you still have a temperature you should continue to self-isolate and seek medical advice. You do not need to self-isolate after 10 days if you only have a cough or loss of sense of smell or taste, as these symptoms can last for several weeks after the infection has gone. If you test positive. Please use the online form CV19positive@kingsnorth.kent.sch.uk Also follow the procedures for reporting staff absence		Omicron variant 10 days isolation if close contact – irrespective of jabs		
Potential Exposure to Covid–19	Lack of information, misinformation anxiety	All	1	3	3	Regular communication to all staff – mainly via daily virtual briefing @8:30 for ease and consistency Leadership always in the building Appropriate Safeguarding and first aid Staff meeting face to face but physically distanced and masks where needed The class webpages updated frequently	2	Staff to be made aware of communication Staff play a key role in information sharing and feedback Staff survey EW H+S audit completed Info on shared area – Office 365		
Potential Exposure to Covid–19 Coronavirus	Transmission to pupils and staff	All	1	3	3	All staff must read and follow the guidelines; Follow UK Government guidelines in reducing the likelihood of exposure. www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools Staff should limit contact with others where possible.	2	Covered bins in each classroom. ✓ Additional sanitiser points around school ✓ 1-4 MUST be in place in schools at all times		

						<p>All Must follow these basic hygiene rules:</p> <p>Prevention:</p> <p>1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p> <p>2. Clean hands more thoroughly and more often than usual. All children to wash their hands at any entry or exit times in the classroom, before and after all use of equipment and before and after lunch.</p> <p>3. Ensure good respiratory hygiene. 'Catch it, bin it, kill it' Put used tissues in the bin straight away. Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available</p> <p>Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.</p> <p>Do not touch your eyes, nose or mouth if your hands are not clean.</p> <p>4. Introduce enhanced cleaning. Clean and disinfect frequently touched objects and surfaces.</p> <p>5. Minimise contact between individuals</p> <p>6. Where necessary wear appropriate PPE</p>		<p>5 must be properly considered</p> <p>6 applies to First Aid</p> <p>www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p>		
Exposure to Covid-19	Members of staff sharing a car together	All	1	3	3	Staff members who are car sharing must wear a face mask throughout the duration of the journey.	2	Staff members to travel in different cars.		
Exposure to Virus	Known Exposure to Covid – 19 (Coronavirus):		2	3	6	If you have been in close contact with anyone testing positive, please be extra vigilant for the development of symptoms in yourself.		Any symptoms, however mild, arrange a local PCR test		
						All visitors onsite to continue to follow Covid protocol and complete Covid paperwork on entry to the school building.		Omicron variant 10 days isolation if close contact – irrespective of jabs		
Exposure through droplets	Wearing of Face Masks	Adults Pupils	1	3	3	Visitors must to wear when in the building or on site		Masks available at the gate morning and afternoon		
						Staff are encouraged to keep their distance with others (Especially those from outside school)		All visitor must wear a mask and continue to follow Covid protocol and complete Covid paperwork on entry to the school building.		
						Face masks are not mandatory (staff) but can be used in school.		All parents discouraged from being in the building		

Exposure and cross infection	Use of mugs/cups.	All	2	3	6	All staff to use their own mugs not the visitor/communal mugs. Mugs should be kept for one person's use only.	Mugs to be placed in the dishwasher at the end of the day - to prevent cross infection.		
Classroom /Year group Organization and layout	Transmission from pupil to pupil	All pupils	2	3	6	<p>Bubbles are not currently expected in school. Children and staff can move around the building – where appropriate! Please continue to minimise contact with others where possible.</p> <p>Daily virtual briefing Staff meeting face to face weekly in school hall – at present Collective Worship – virtual each day</p> <p>After school club and wider provision – continue as are at present</p>	<p>In the event of a serious local outbreak of Covid – please see below: For further guidance, please see - www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>The movement/transfer between any aspects of 'bubbles' MUST be kept to an absolute minimum. To further limit the risk to staff, if a 'class' is unsustainable due to staff sickness. We will close the class under health and safety. We will also take similar action if staff numbers across the school meant this is not a safe environment, due to staff absence.</p>		
Classroom Organization and layout	Transmission from pupil to pupil	All Pupils	2	3	6	Children are now allowed to work in groups and tables to be grouped accordingly	<p>In the event of a serious local outbreak of Covid – please see below: www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>		
Classroom Organization	Transmission from pupil to pupil or pupil to staff via contact of surfaces	All pupils	2	3	6	<p>School Bags: Only School Red school bags should be brought in. Lunch boxes can be used (named), but placed on trolleys PE Kits: Children to wear kits to school for the day of PE or weekly block of PE. Children can wear tracksuit over the top if they need to, or a school fleece.</p>	<p>Classroom space and clear passage ways between desks. These are likely to be the square official school bags as they are easy to store. NO Backpacks needed in school. Lunch boxes/or bags should fit in the school bag. This minimises</p>		

							the size of box or bag to keep space at a premium.			
Ventilation	To ensure good ventilation across the school in line with govt advice	All staff pupils	2	3	6	<p>Ventilate rooms for 15 mins am and 15 mins pm as a minimum. Use lunch time to ventilate all rooms where possible. Where possible windows and doors are to be propped open to ensure good ventilation. Premises staff prop doors open and close them at the end of the day.</p> <p>In an emergency (e.g. Fire) All doors will be closed by staff on exit.</p> <p><i>Pupils with AEN See separate RA</i></p> <p>Classroom can be ventilated when the classrooms are not occupied if there is a reason for windows not to open during classroom occupation. Classroom air conditioning can be used.</p>	<p>Do not prop open any automatic fire doors</p> <p>See: Managed use policy In accordance with our fire safety policies, strategy and risk assessment, we have developed this additional Managed Use Policy in order to ensure the health, safety and welfare of all occupiers within our school buildings and the loss of said assets.</p> <p>Only open doors where it's safe to do It's safer to have doors open than have children and adults constantly opening them</p>			
First Aid	Personal Protection Equipment for First Aid First Responders		2	3	6	<p>If you are likely to attend as a 'First Aider please read advice. www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders</p> <p>Advice for Paediatric CPR please follow the link and read the advice document Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings Resuscitation Council UK Also follow the link for additional advice</p>	2	<p>Purchase face masks, aprons, gloves for First Aid ✓ - if they deem it necessary to wear them.</p> <p>In the event of a child getting a graze or knock to soft tissue, or other 'wipe able' issues, please offer a 'wipe' or wet paper towel for the child to administer to themselves. Apart from any head or facial injuries or obvious injuries. Any doubts send to First Aid</p>		
Staff and Pupils arriving at School	Hand hygiene when entering the building	All staff and pupils	2	3	6	<p>All staff and pupils expected to maintain the highest standards of hygiene.</p> <p>Regularly sanitise hands or, if allergic to hand sanitiser, use soap and water.</p>		<p>Please see Govt guidance www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19</p>		

						If anyone develops a temperature of, or above, 37.8 degrees, member of staff or pupil must be PCR tested immediately.			
Staff and pupils contact	Staff passing on the virus to each other.	All adults Pupil	2	3	6	Staff to continue strict hygiene routines. 2M distancing not mandatory, but staff to be aware of 'social distancing' and limit unnecessary contact		Clinically Vulnerable see guidance – www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people	
Staff and pupils in school	Staff or pupil becoming unwell in school and showing Covid 19 symptoms.	All adults and children	2	3	6	<p>Staff to leave immediately and arrange to be PCR tested. Follow advice given by 119 or 111.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> • If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask • If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>If a pupil or a staff member working with pupils tests positive for coronavirus, the rest of their pupil group will be sent home and advised to self-isolate for 10 days (as will any staff member who looked after them in school while they were symptomatic).</p> <p>If other cases are detected at school, the local health protection team from Public Health England will be in touch to advise on appropriate action, such as asking more people to self-isolate.</p> <p>The school will set up a dedicated email address for all to report a positive case of Covid19 to at the weekend. cv19positive@kingsnorth.kent.sch.uk</p>	3	A pupil to be isolated. To be in the old school hall small room. To remain there until parent takes them home. Room to be deep cleaned.	
Visitors to school	Passing on the virus	All adults and children	2	3	6	<p>All visitors to remain outside of the building unless their visit is essential. If it is essential to enter the building, they will not be permitted beyond the meeting room unless necessary. They will fill in a visitor declaration form.</p> <p>Morning drop off: Car park remains closed. One way system of movement around site – in at Year 6 gate out at Old School gate.</p>	3	<p>To further protect staff and pupils visitors will not be permitted in any of the classrooms or offices unless necessary.</p> <p>Contractors: Any contractor attending the site must comply with the Contractors Checklist (EW)</p>	

						Pick up: Car park remains closed. One way system of movement around site – in at Year 6 gate out at Old School gate Governors if attending site - will be asked to use the Governor Management Checklist (if appropriate) and the visitor Declaration Form.			
Visitors/ Parents in school for school events	Spreading virus and infection	Parents	2	3	6	ALL events limited in number! Maximum of 30 external people at a school event at any one time ALL Covid measures must be followed or entry will be refused		No parents to enter the school building – unless invited. Limit cross infection at all points Review measures to protect staff at children at regular points	
Visitors to school	PFA Events Church Events External Lettings English Hub	Parents and visitors	2	3	6	ALL External events will need full Risk assessment and SLT agreement to go ahead. ALL Covid measures, staffing implications, DBS checks, and cleaning after event need to be fully considered before agreement given			
All Staff and Visitors	Visitors arriving having previously had contact at another premises other than home.	All Adults	2	3	6	Staff to reduce any external contact during the school day. No visitor may enter the building unless it is essential and SLT permission granted. If it essential they must not have had contact outside of their home or to have been to any other premises where they may have had contact with others. All visitors to complete the paperwork kept at the office re: checklists	2	Staff working across more than one school must follow strict hygiene rules.	
Extra-Curricular Provision	School Visits off site	Pupils and Staff	2	3	6	All trips and visits out of school during December cancelled.		Rearranged for the warmer weather or when infection rates decline	
Extra-Curricular Provision	Breakfast Club After school Club	Pupils	2	3	6	Breakfast Club After school club is provided by an outside agency. They will have to meet our Risk Assessment expectations and ensure they have their own robust protective measure in place.		We have reviewed the provision and please see separate Risk Assessment.	

ALL Emergencies	Contractors other emergency repair workers.	All Staff Pupils	2	3	6	Contractors are permitted on site, if they have completed the Covid paperwork	2	All maintenance and repairs should be arranged outside of schools hours where possible.		
Pupils Returning	All children returning to school	All staff and pupils	2	3	6	All pupils returning to school – as ‘normal’!		Student teachers will be in their allotted year groups		
Pupils arriving school	All pupils arriving. Pupils and parents to socially distance.	All pupils parents	2	3	6	Morning drop off: Car park remains closed. One way system of movement around site – in at Year 6 gate out at Old School gate. Pick up: Car park remains closed. One way system of movement around site – in at Year 6 gate out at Old School gate No parents to enter the school building – unless invited.		08:40 - Gates open – one way system 08:45 - Classroom doors open 08:55 – Gates close/registration in class 15:10 - Gates open – one way system 15:15 – children dismissed through classroom doors		
Pupils Leaving	Parents to socially distance	All pupils and Parents	2	3	6	Parents to enter the school grounds via the large Year 6 gate and exit via the green and wooden pedestrian gates by the old school.				
Increase in pupil attendance	Toilet breaks	All adults and children	2	3	6	All toilets to be cleaned regularly Cleaning to take place after each break	2			
Increase in pupil attendance	Learning breaks	All adults and children	2	3	6	Break times return to ‘normal’ Playground to be zoned YR R in own EYFS play area.	2	Please See separate Staff Guidance		
Increased Pupil attendance	School bags, water bottles, Lunch boxes	All Adults and Children	1	3	3	Children will not be required to bring a bag or any additional belongings to school other than a Red school book bag. If a child bring a lunch box it must be clearly named and should fit inside red school book bag.				
Increase in pupil attendance	Lunchtime food prep	All adults and children	2	3	6	Catering staff to use hand sanitiser on arrival to work Catering staff to follow CaterLink guidance	2			
Pupils Self isolation	Education and Food	Pupils	1	3	3	Remote learning to be reintroduced with immediate effect – children should be accessing the same amount of learning/hour age as those in school. FSM will be provided with e vouchers				
Staff on site	Staff breaks, use of spaces	All Adults	2	3	6	Staff able to use staffroom as ‘normal’. Where numbers are too large, please allow space for others.	2	Extra cleaning and hygiene in place Use corridor spaces where avail		

External Curricular/ SEN Provision	Supply Teacher and Peripatetic Teachers	Pupils and Staff	2	3	6	All supply teachers will be expected to abide by our Risk Assessment Speech Therapy/Ed Psych/Play Therapy/Early Help and Social Services Music Provision and outside Sport provider will only be allowed onsite if they can assure us they will follow our school's RA.		Risk Assessment to be forwarded to agencies and peripatetic Teachers They will also be required to complete School Visitor Declaration form each time they come into school		
Cleaning Regime	Cleaning throughout the day	All Staff and Pupils	2	3	6	Staff to inform SLT of any issues in maintaining cleaning and hygiene				
Cleaning after every meal	Potential Spread of virus	All Staff pupils	1	3	3	Make sure all surfaces including table tops and benches are washed with correct solutions.	2			
Cleaning Classrooms	Spreading of virus via toys and equipment in all areas	Pupils	2	3	6	All equipment and toys to be monitored and regularly cleaned	2			
Use of Reading Books	Spreading Virus through books	All staff pupils	2	3	6	Library books can go home. Hygiene procedures maintained	2	Librarian will manage the library procedures		
PE Lessons	Risk of spreading through sharing PE Equipment	All staff pupils	2	3	6	See separate PE Risk Assessment	2			
Cleaning Classroom	Potential risk to pupils and staff	All staff pupils	1	3	3	Classroom cleaning protocol in place Staff to inform SLT of any issues in maintaining cleaning and hygiene	2	To reduce cross contamination ensure cloths are kept separately and used appropriately		
Cleaning at the end of the day	Potential Spread of virus	All Staff pupils	1	3	3	All rooms used to be cleaned and a schedule in place for deep clean				
Outdoor climbing equipment	Spread of virus through sharing of equipment	Pupils	2	3	6	Climbing equipment monitored and checked regularly	2			
Mental Health issues for Staff	Adverse effect on the Mental Health and wellbeing of Staff	All Staff pupils	2	3	6	Staff emailed regularly and signposted to support lines, staff care, resources that may support them or their families during this time Staff to be aware that we all react in different ways to anxiety and stress and that some	2	Staff counselling CARE Pack Staff Self Support system to be offered to all Mental health and well-being action plan has staff identified as an area for actions.		

						anxieties may exhibit themselves in different ways for different people.			
Mental Health issues for pupils	Adverse effect on the Mental Health and wellbeing of pupils					It is likely we will see children exhibiting a range of behaviour and anxieties. Continue to use MY CONCERN to report these so the Welfare Team can intervene and offer support where it may be needed.		A range of counselling services to be engaged for individual pupils where needed	
Lack of staff	Bubbles/class closure due to a member or members of staff being ill	All adults and children	2	3	6	Contact all parents via text - close affected bubbles/class Staff to self-isolate and remain away from school. Parents to be directed to the Oak Academy/Bitesize/ White Rose/ Online learning.		School to carry out deep clean before re opening	
Emergency Procedure Management	Management of staff, pupils and visitors during an emergency	All Staff pupils	2	3	6	Staff to remind children of the procedures for evacuation. Pupils to follow normal emergency procedures. Staff to inform pupils of the number of their class safety line.	2	Number of children to be added to 'Yellow Sheet' daily so all aware of how many in each classrooms.	
Pupils arriving and leaving school	Management of Parents	All Staff pupils	2	3	6	Morning drop off: Car park remains closed. One way system of movement around site – in at Year 6 gate out at Old School gate. Pick up: Car park remains closed. One way system of movement around site – in at Year 6 gate out at Old School gate	2	See Staff Guidance for specific details and times	
Staff and Pupils	Management of movement in school	All Staff pupils	2	3	6	All staff and pupils encouraged to be mindful of others and their space			
Pupil	Behaviour Management	Pupils	1	3	3	Behaviour management policies return to normal			

Name of Assessor: Iain Witts

Date: 1/11/2021

Review Date: January 2022

Job Title: (EHT)

Sign here to confirm when all actions have been completed